

**INDIANA COMMISSION ON PROPRIETARY EDUCATION**  
**Minutes of the Board of Commissioners**  
**June 13, 2007**

**CALL TO ORDER**

Paul Black called the meeting to order at 10:00 a.m. The meeting was conducted in Indiana Government Center – South, Conference Room 2, 302 West Washington Street, Indianapolis, Indiana

**IN ATTENDANCE**

**Board:** Paul Black, Paula Pinkstaff, Patricia Shutt, Dennis Southerland

**Members Absent:** Ken Konesco, Bruce Reynolds, Dr. Ken Sauer

**Staff:** Rebecca Carter, Kyle Robertson, Jeff Weber, Jodi White

**Guests:** Tony Rios, Brown Mackie College; Karen Larson Reuter, Marilyn Chestnut, and Wendy Kandel, Shawn Crawford, ITT Technical Institute; Cindi Thomas, ConTech Institute; Kim Zornes, Brennan Randolph, Jayson Boyers, and Tony Hanslits, Indiana Business College; Jim Pershing, National College, Jack Collins, Daryl McDaniel Ken Whittington, Roadmaster Drivers School of Indiana; Teresa Graber, Teresa's School of Massage

**MEETING**

**Consideration of Minutes of March 14, 2007**

Mr. Black asked if there were any additions or corrections to the Minutes of March 14, 2007.

**Resolved:** Paula Pinkstaff made a motion to accept the minutes as prepared. Ms. Shutt seconded the motion. The motion was unanimously approved.

**NEW BUSINESS**

- A. Roadmaster Drivers School of Indiana, Indianapolis, Indiana – On-Site Evaluation Report

**Staff Recommendation**

Kyle Robertson, representing commission staff, recommended a grant of Fully Accredited status to Roadmaster Drivers School of Indiana, Indianapolis, Indiana.

**Background**

Ken Whittington, Daryl McDaniel, and Jack Collins, representing Roadmaster Drivers School of Indiana, were present.

The school is located on West Thompson Road on the south side of Indianapolis. It is owned and operated by Career Path Training Corporation of Tampa, Florida. Roadmaster began enrolling students in Columbus, Indiana before relocating to the current location in Indianapolis in January of 2007.

The school offers a 160 clock-hour program in commercial truck driver training at a cost of \$5995. The program can be completed in three weeks or eight weekends. The objective is to prepare students for entry level employment in the truck driving industry. To graduate, a

student must complete the 160 hours of training with an overall score of 70 percent and a certificate of completion is awarded.

The evaluation was conducted on April 18, 2007. The evaluation team consisted of Montgomery Buffum, Indiana Department of Revenue Motor Carrier Services Division; Shirl Johnson, Operations Manager for Carter Trucking Lines; and Clarence Golden, manager of the CDL department and oversees all training activities for Schneider National. All three evaluators have served previously on COPE evaluation teams. All team members recommended a grant of Fully Accredited status.

**Resolved:** Mr. Southerland made the motion to grant Roadmasters Drivers School of Indiana, Indianapolis, Indiana Fully Accredited status. Mrs. Pinkstaff seconded the motion. The motion was unanimously approved.

B. ConTech Institute, Columbus, Indiana – New Degree Request

**Staff Recommendation**

Rebecca Carter, representing commission staff, recommended that ConTech Institute, Columbus, Indiana be granted the authority to award the Associate of Applied Science in HVAC Studies.

**Background**

Cindi Thomas, Director, was present.

ConTech Institute received fully accredited status at the March 14, 2007 meeting of the Board of Commissioners.

The associate degree consists of 100 quarter-credit hours of training; a minimum of 75% of the courses are in the specialty; and the faculty meets the criteria as stipulated in 570 IAC 1-10.1-4.

**Resolved:** Ms. Shutt made the motion to accept staff's recommendation to award ConTech Institute the authority to award the Associate of Applied Science in HVAC Studies. Mrs. Pinkstaff seconded the motion. The motion was unanimously approved.

C. Davenport University, Merrillville, Indiana – New Degree Request

**Staff Recommendation**

Rebecca Carter, representing commission staff, recommended that Davenport University, Merrillville, Indiana be granted the authority to award the Bachelors of Business Administration in Health Services Administration.

**Background**

There were no representatives of the school present.

Davenport University – Merrillville is regionally accredited by the North Central Associate of Colleges and Schools (NCACS).

The bachelor's degree consists of 120 semester-credit hours of training; over 75% of the courses are in the specialty and the remaining courses are in general education. The faculty members hold a master's degree or above except for one individual who has a bachelor's degree plus more than ten years of experience in the field of study.

**Resolved:** Mrs. Pinkstaff made the motion to accept staff's recommendation to grant Davenport University, Merrillville, Indiana the authority to award the Bachelor of Business Administration in Health

Services Administration. Mr. Southerland seconded the motion. The motion was unanimously approved.

D. Indiana Business Colleges – All Locations, New Degree Requests

**Staff Recommendation**

Rebecca Carter, representing commission staff, recommended that Indiana Business College be granted the authority to award the following degrees at the locations noted with the stipulation that Instructor Qualification Record forms be submitted for commission staff approval at the Elkhart campus when the faculty members are hired prior to beginning the programs in Elkhart.

*Associate of Applied Science in Accounting:* Anderson, Columbus, Elkhart (with stipulation), Evansville, Fort Wayne, Indianapolis, Lafayette, Marion, Muncie, Northwest, and Terre Haute.

*Bachelor of Science in Accounting:* Evansville, Indianapolis, Muncie, and Terre Haute.

*Bachelor of Science in Hospitality Restaurant Management:* Indianapolis

**Background**

Kim Zornes, Brennan Randolph, Jayson Boyers, and Tony Hanslits were present representing their areas of specialty.

Indiana Business College is nationally accredited by the Accrediting Council for Independent Colleges and Schools (ACICS).

The associate of applied science degree programs consist of 115-117 quarter-credit hours of training; over 75% of the courses are in the specialty; and the faculty meets the criteria as stipulated in 570 IAC 1-10.1-4.

The Bachelor of Science programs consist of 103 and 187 quarter-credit hours of training respectively. All but one faculty member holds a master's degree. The one individual who does not have a master's degree has a bachelor's degree plus a minimum of ten years experience in the subjects he is teaching.

**Resolved:** Ms. Shutt made the motion to accept staff's recommendation to award Indiana Business College approval to award the following degrees with the stipulation that instructor qualification records be submitted to commission staff for approval at the Elkhart location only prior to beginning the program:

AAS in Accounting – Anderson, Columbus, Elkhart, Evansville, Fort Wayne, Indianapolis, Lafayette, Marion, Muncie, Northwest, and Terre Haute

BS in Accounting – Evansville, Indianapolis, Muncie, and Terre Haute

BS in Hospitality Restaurant Management, Indianapolis.

Mrs. Pinkstaff seconded the motion. The motion was unanimously approved.

E. ITT Technical Institute, Indianapolis, Indiana – New Degree Request

**Staff Recommendation**

Rebecca Carter, representing commission staff, recommended that ITT Technical Institute, Indianapolis be granted the authority to award the Associate of Science in Nursing and the Associate of Applied Science in Visual Communications.

**Background**

In attendance representing ITT Technical Institutes were Wendy Kandel, Marilyn Chestnut, Karen Larson-Reuter, and Shawn Crawford.

The associate of science degree consists of 96 quarter-credit hours of training, over 50% of the courses are in the specialty and a minimum of 30% in liberal arts. The faculty meets the criteria as stipulated in 570 IAC 1-10.1-4. The Indiana State Board of Nursing approved ITT's letter of intent and application for accreditation at its board meeting on April 19, 2007. The site visit by the Board of Nursing is scheduled for June 25, 2007.

The associate of applied science degree consists of 96 quarter-credit hours of training with a minimum of 75% of the courses are in the specialty.

**Resolved:** Mr. Southerland made the motion to accept staff's recommendation to grant ITT Technical Institute, Indianapolis the authority to award the Associate of Science in Nursing and the Associate of Applied Science in Visual Communications. Ms. Shutt seconded the motion. The motion was unanimously approved.

F. ITT Technical Institute, South Bend, Indiana – New Degree Request

**Staff Recommendation**

Rebecca Carter, representing commission staff, recommended that ITT Technical Institute, South Bend, Indiana be granted the authority to award the following degrees:

AAS Computer Drafting and Design  
AAS Computer and Electronics Engineering Technology  
AAS Information Technology-Computer Network Systems  
BS Criminal Justice  
BS Construction Management  
BS Electronics and Communications Engineering Technology  
BS Information Systems Security

with the stipulation that faculty Instructor Qualification Record forms be submitted to commission staff for approval prior to beginning the programs.

**Background**

ITT Technical Institute is nationally accredited by ACICS. Commission staff received a letter from ACICS verifying that the new South Bend campus is included in the scope of ITT's accreditation.

The associate of applied science degree programs consist of 96 quarter-credit hours of training; over 75% of the courses are in the specialty and the remaining courses are in general education.

The bachelor's of science degree programs consist of 180 quarter-credit hours of training; over 65% of the courses are in the specialty and the remaining courses are in general education.

**Resolved:** Mrs. Pinkstaff made the motion for ITT Technical Institute, South Bend, Indiana to be granted the authority to award the following degrees:

AAS Computer Drafting and Design  
AAS Computer and Electronics Engineering Technology  
AAS Information Technology-Computer Network Systems  
BS Criminal Justice  
BS Construction Management  
BS Electronics and Communications Engineering Technology  
BS Information Systems Security

with the stipulation that faculty Instructor Qualification Record forms be submitted to commission staff for approval prior to beginning the programs.

Ms. Shutt seconded the motion. The motion was unanimously approved.

G. National College, Indianapolis, Indiana – New Degree Request

**Staff Recommendation**

Rebecca Carter, representing commission staff, recommended that National College, Indianapolis, Indiana be granted the authority to award the Bachelor of Business Administration in Management and the Bachelor of Business Administration in Accounting with the stipulation that faculty Instructor Qualification Record forms be submitted to commission staff for approval prior to beginning the program.

**Background**

Jim Pershing was present to represent national college. The school recently hired a new director, Tim Richmond, who was being trained out of the state and unable to be present.

National College – Indianapolis is national accredited by ACICS. Both of the bachelor's degree programs consist of 180 quarter-credit hours of training; over 60% of the courses are in the specialty and the remaining courses are in general education.

**Resolved:** Ms. Shutt made the motion to accept staff's recommendation to authorize National College of Business – Indianapolis to award the Bachelor of Business Administration in Accounting and the Bachelor of Business Administration in Management with the stipulation that faculty Instructor Qualification Record forms be submitted to commission staff for approval prior to beginning the programs.

Mrs. Pinkstaff seconded the motion. The motion was unanimously approved.

H. Teresa's School of Therapeutic Massage, Kokomo, Indiana – New Degree Request

**Staff Recommendation**

Rebecca Carter, representing commission staff, recommended that Teresa's School of Therapeutic Massage, Kokomo, Indiana be granted the authority to award the Associate of Applied Science in Professional Massage.

**Background**

School owner and director, Teresa Graber was present.

The school has been regulated by the commission since March 21, 2002 and received fully accredited status June 9, 2004.

The associate degree program consists of 996 clock hours of training; a minimum of 75% of the courses are in the specialty; and the faculty meets the criteria as stipulated in 570 IAC 1-10.1-4.

**Resolved:** Mrs. Pinkstaff recommended that Teresa's School of Therapeutic Massage be granted approval to award the Associate of Applied Science in Professional Massage. Ms. Shutt seconded the motion. The motion was unanimously approved.

## COMMISSIONER'S REPORT

### Commission Ballot Actions Report

As requested by the Board, commission staff provided a report of all commission actions taken by mail ballot. That report follows.

**Staff recommendation** For information only.

**Background** The following items were acted on the by the Commission via ballot between January 1, 2007 and June 13, 2007:

#### Degrees Approved

Center for Vital Living:	Therapeutic Massage and Bodywork (AAS)
Indiana Business College – Indianapolis:	CISCO Network Associate (AAS)
Project Administration (AAS)	
International Business College – Fort Wayne:	Business (BS)
Computer Programming (AAS)	
Graphic Design (AAS)	
Medical Assisting (AAS)	
Paralegal Studies (AAS)	
Retail Management (AAS)	
Travel & Hospitality Management (AAS)	
International Business College – Indianapolis:	Accounting (AAS)
Graphic Design (AAS)	
Legal Secretarial (AAS)	
Medical Assisting (AAS)	
Paralegal Studies (AAS)	
ITT Technical Institute – Fort Wayne:	Technical Project Management (BS)
ITT Technical Institute – Indianapolis:	Information Systems Security (BS)
ITT Technical Institute – Newburgh:	Information Systems Security (BS)

Mr. Weber reported that Senate Enrolled 320, the new massage therapy bill, is one of several instances where commission staff will work closely with professional licensing agency. In this case, because the legislation stipulates that schools offering massage therapy must be accredited by the commission or otherwise operating legally in Indiana. The commission, obviously, would not have a role to play in massage instruction being offered at Ivy Tech, or other schools not under the commission's jurisdiction.

Mr. Weber reported that two massage therapy schools are closing; Center for Vital Living in Fort Wayne, Indiana, was operating under the commission's authority and the other was operating illegally as it refused to cooperate with statutory requirements.

The Center for Vital Living is closing in an organized manner under the commission's supervision and arrangements are underway for a teach-out of students. The other school, located in Bloomington, Indiana, is being closed by the commission under a cease and desist order.

The financial report on the agency budget reflects that the commission will end the year in the black and expect to return to the state's general fund approximately \$3000 from the agency operations budget.

Mr. Weber reported that staff continues to question how to deal with regionally accredited, out-of-state institutions. Mr. Weber plans to do some additional research and bring it to the Board as a white paper to provide information on how other states handle them regarding the physical presence test. Staff is seeking clarification and guidance as to who requires regulation under the “physical presence” rule.

#### **Approval of Expenses and Adjournment**

**Resolved:** Mr. Black made the motion to approve expenses and adjourn the meeting. Mr. Southerland seconded the motion and the motion was unanimously approved.

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Patricia Shutt, Secretary

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Date

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